

M I N U T E S

SERVICE COMMITTEE
OF THE
LEGISLATIVE COUNCIL

September 16, 1981

The meeting of the Service Committee was called to order at 10:35 a.m., Wednesday, September 16, 1981 in Committee Room 24 of the State House, Des Moines. Committee members attending were:

Speaker Delwyn Stromer, Chairperson
Senator C. W. Hutchins
Senator John S. Murray
Representative John H. Connors
Representative Ingwer L. Hansen

Also present were:

Ms. Henrietta Macaulay, Capitol Tour Guide
Mr. Serge Garrison, Director, Legislative Service Bureau
Mr. William Angrick, Citizens' Aide
Ms. Diane Bolender, Legislative Service Bureau

Chairperson Stromer acknowledged receipt of correspondence from Ms. Macaulay raising a number of issues which need action by the Legislative Council. She stressed the need for replacement of uniforms of the Capitol Tour Guides, indicating that the uniforms the guides presently possess were purchased at about a cost of \$175.00 per person by the Department of General Services. She also commented that responses to correspondence received are presently being written on plain paper and asked about ordering stationery for the Capitol Tour Guides. Ms. Macaulay stated that postage for correspondence from the Capitol Tour Guides is presently being paid by the House Finance Office and asked whether the Legislative Council wishes to continue this policy.

Chairperson Stromer asked about the volume of correspondence. Ms. Macaulay responded that in addition to correspondence with teachers and other school officials setting up tours for school children and other persons, the Capitol Tour Guides receive requests from students for information about Iowa. She indicated that these requests were previously filled by the Capitol Tour Guides, but are now being transmitted to the Iowa Development Commission for response.

Senator Hutchins asked for further information about the uniforms. Ms. Macaulay replied that each Capitol Tour Guide has two uniforms, the newest of which is two years old and it is necessary to replace a uniform each year. Mr. Garrison interjected that Ms. Macaulay might wish to coordinate uniform purchases with

the Chief Clerk of the House and the Secretary of the Senate since pages uniforms are purchased annually and it may be possible to purchase the uniforms at a lesser price in a large order. Ms. Macaulay agreed that she has no objections to coordinating uniform purchases with the Chief Clerk and the Secretary of the Senate and the cost of the uniforms charged equally to the House of Representatives and the Senate.

In response to a question from Chairperson Stromer, Ms. Macaulay responded that the Iowa Development Commission is willing to respond to requests of students for information about the state.

Senator Murray moved that the Capitol Tour Guides be authorized to order new uniforms in conjunction with ordering of uniforms for pages by the House of Representatives and the Senate with the cost divided between the House and Senate, and that student requests for information continue to be referred to the Iowa Development Commission, and that the postage for correspondence of the Capitol Tour Guides continue to be provided through the House Finance Office with costs allocated equally between the House and Senate. Senator Murray further moved that the Capitol Tour Guides develop a proposal for stationery to submit to the Service Committee at its next meeting. Representative Connors seconded the motion, and it carried.

Chairperson Stromer recognized Mr. Angrick for comments about the classification of Ms. Linda Hoffman, Legal Analyst for the Citizens' Aide. He commented that the issue had been referred back to the Service Committee from the August meeting at which Ms. Hoffman was temporarily placed in Grade 27, Step 3. Chairperson Stromer noted that he had objected to Ms. Hoffman being placed at Step 3 when she was a new employee to the position of Legal Analyst. Mr. Angrick described Ms. Hoffman's background and capabilities. Chairperson Stromer asked about the grade in which beginning attorneys are employed in the Legislative Service Bureau. Mr. Garrison responded that new attorneys are placed in Grade 29 which is commensurate with the grade level for attorneys in the Office of Attorney General. Representative Hansen moved that Ms. Hoffman be employed at Grade 29, Step 1. Senator Murray seconded the motion, and it carried.

Chairperson Stromer recognized Mr. Garrison for a report. Mr. Garrison asked for approval to employ Ms. Sally Rogers as a Research Analyst I at Grade 24, Step 1. He indicated that both the House and the Senate employ Research Analysts at Grade 24, but the previous job classification for Research Analyst I in the Legislative Service Bureau was Grade 22. He asked that Ms. Sue Lerdal, who is currently classified as Grade 22, Step 3 (which is the same salary as Grade 24, Step 1) be reclassified as a Research Analyst II at the resignation date of Ms. Debbie Dahab, who is a current employee of the Legislative Service Bureau. Research Analyst II is classified as Grade 26, Step 1. Senator Hutchins

moved that Mr. Garrison's proposal be recommended to the Legislative Council. Representative Connors seconded the motion, and it carried.

The Service Committee adjourned at 11:00 a.m.

Respectfully submitted,

DIANE BOLENDER
Senior Research Analyst